

**IT IS THE VENDOR'S RESPONSIBILITY TO CHECK  
FOR ADDENDUMS PRIOR TO SUBMITTING PROPOSALS**

**REQUEST FOR PROPOSALS  
SPECIFICATION NO. 07-253**

The City of Lincoln, Nebraska intends to enter into a contract for and invites you to submit a sealed proposal for professional engineering services related to the project listed and described below:

**DESIGN SERVICES  
FOR  
STORM DRAIN MISCELLANEOUS REPAIRS AND REHABILITATION  
City Project 702391**

Sealed proposals will be received by the City of Lincoln, Nebraska on or before **12:00 noon, Wednesday, August 29, 2007** in the office of the Purchasing Agent, located at Suite 200, K Street Complex, 440 South 8th Street, Lincoln, Nebraska, 68508. **Proposals will be publicly opened, reading only the names of those submitting proposals, at the K Street Complex.**

Bids may be downloaded from the City's website at [www.lincoln.ne.gov](http://www.lincoln.ne.gov) Keyword: Bid. Prospective submitters must monitor the bid listing for any addendums.

Submitter should take caution if U.S. mail or mail delivery services are used for the submission of proposals. Mailing should be made in sufficient time for proposals to arrive in the Purchasing Division prior to the time and date specified above.

# **INSTRUCTIONS TO PROPOSERS**

## **CITY OF LINCOLN, NEBRASKA**

### **PURCHASING DIVISION**

#### **1. PROPOSAL PROCEDURE**

- 1.1 Each RFP must be legibly printed in ink or typed, include full name, business address, telephone number, fax number and email address of the Proposer; and be signed in ink by the Proposer.
- 1.2 Response by a firm/organization other than a corporation must include the name and address of each member.
- 1.3 A response by a corporation must be signed in the name of such corporation by a duly authorized official thereof.
- 1.4 Any person signing a response for a firm, corporation, or other organization must show evidence of his authority so to bind such firm, corporation, or organization.
- 1.5 Proposals received after the time and date established for receiving offers will be rejected.

#### **2. EQUAL OPPORTUNITY**

- 2.1 Each proposer agrees that it shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, disability, national origin, age, or marital status. In the employment of persons, proposer shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to race, color, religion, sex, disability, national origin, age, or marital status.

#### **3. DATA PRIVACY**

- 3.1 Proposer agrees to abide by all applicable State and Federal laws and regulations concerning the handling and disclosure of private and confidential information concerning individuals and corporations as to inventions, copyrights, patents and patent rights.
- 3.2 The proposer agrees to hold the City harmless from any claims resulting from the proposer's unlawful disclosure or use of private or confidential information.

#### **4. PROPOSER'S REPRESENTATION**

- 4.1 Each proposer by signing and submitting an offer, represents that he/she has read and understands the specification documents, and the offer has been made in accordance therewith.
- 4.2 Each offer for services further represents that the proposer is familiar with the local conditions under which the work and has correlated the observations with the requirements of the RFP.

#### **5. SPECIFICATION CLARIFICATION**

- 5.1 Proposers shall promptly notify the Purchasing Agent of any ambiguity, inconsistency or error which they may discover upon examination of specification documents.

- 5.2 Proposers desiring clarification or interpretation of the specification documents shall make a written request which must reach the Purchasing Agent at least seven (7) calendar days prior to date and time for response receipt, unless otherwise noted in RFP.
- 5.3 Interpretations, corrections and changes made to the specification documents will be made by written addenda.
- 5.4 Oral interpretations/changes to Specification Documents made in any other manner, will not be binding on the City; proposers shall not rely upon oral interpretations.

#### **6. ADDENDA**

- 6.1 Addenda are written documents issued by the City prior to the date for receipt of offers which modify or interpret the specification document by addition, deletion, clarification or correction.
- 6.2 Changes made to the specification documents will be made by written addenda to all known prospective bidders and posted on the City-County website at [lincoln.ne.gov](http://lincoln.ne.gov) Keyword - Bid.
- 6.3 Copies of addenda will be made available for inspection at the office of the Purchasing Agent and on the City's website.
- 6.4 No addendum will be issued later than forty-eight (48) hours prior to the date and time for receipt of offers, except an addendum withdrawing the RFP, or addendum including postponement.
- 6.5 Proposers shall ascertain prior to submitting their offer that they have received all addenda issued, and they shall acknowledge receipt of addenda in their proposal.

#### **7. ANTI-LOBBYING PROVISION**

- 7.1 During the period between the proposal advertisement date and the contract award, proposers, including their agents and representatives, shall not lobby or promote their proposal with any member of the City Council or City Staff.

#### **8. EVALUATION AND AWARD**

- 8.1 The signed proposal shall be considered an offer on the part of the proposer. Such offer shall be deemed accepted upon issuance by the City of purchase orders, contract award notifications, or other contract documents appropriate to the work.
- 8.2 No offer shall be withdrawn for a period of ninety (90) calendar days after the time and date established for receiving offers, and each proposer agrees in submitting an offer.
- 8.3 In case of a discrepancy between the unit prices and their extensions, the unit prices shall govern.
- 8.4 The RFP process is designed to be a competitive negotiation platform, where price is not required to be the sole determinative factor; also the City has the flexibility to negotiate with a select firm or selected firms to arrive at a mutually agreeable relationship.

8.5 A committee will be assigned the task of reviewing the proposals received.

8.5.1 The committee may request documentation from Proposer(s) of any information provided in their proposal response, or require the Proposer to clarify or expand qualification statements.

8.5.2 The committee may also require a site visit and/or verbal interview with a Proposer or select group of Proposers to clarify and expand upon the proposal response.

8.6 The offer will be awarded to the lowest responsive, responsible proposer whose proposal will be most advantageous to the City, and as the City deem will best serve their requirements.

8.7 The City reserves the right to accept or reject any or all offers, parts of offers; request new proposals, waive irregularities and technicalities in offers; or to award the RFP on a split-order basis, or lump-sum basis; such as shall best serve the requirements and interests of the City.

## **9. INDEMNIFICATION**

9.1 The proposer shall indemnify and save harmless the City of Lincoln, Nebraska from and against all losses, claims, damages, and expenses, including, attorney's fees arising out of or resulting from the performance of the contract that results in bodily injury, sickness, disease, death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom and is caused in whole or in part by the proposer, any subcontractor, any directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. This section will not require the proposer to indemnify or hold harmless the City of Lincoln for any losses, claims damages, and expenses arising out of or resulting from the sole negligence of the City of Lincoln, Nebraska.

9.2 In any and all claims against the City or any of its members, officers or employees by an employee of the proposer, any subcontractor, anyone directly or indirectly employed by any of them or by anyone for whose acts made by any of them may be liable, the indemnification obligation under paragraph 9.1 shall not be limited in any way by any limitation of the amount or type of damages, compensation or benefits payable by or for the bidder or any subcontractor under worker's or workmen's compensation acts, disability benefit acts or other employee benefit acts.

## **10. LAWS**

10.1 The Laws of the State of Nebraska shall govern the rights, obligations, and remedies of the Parties under this proposal and any agreement reached as a result of this process.

10.2 Proposer agrees to abide by all applicable State and Federal laws and regulations concerning the handling and disclosure of private and confidential

information concerning individuals and corporations as to inventions, copyrights, patents and patent rights.

## **11. AWARD**

11.1 The RFP process is designed to be a competitive negotiation platform, where price is not required to be the sole determinative factor; also the City has the flexibility to negotiate with a selected firm or firms to arrive at a mutually agreeable relationship.

11.2 The City shall be the sole judge as to merits of the proposal, and the City's decision will be final.

11.3 A committee will be assigned by the Mayor with the task of reviewing the proposals received.

11.3.1 The committee may request documentation from

Proposer(s) of any information provided in their proposal response, or require the proposer to clarify or expand qualification statements.

11.3.2 A short list of firms from proposals submitted may be selected for a presentation to the committee and ranked by committee members.

11.4 Final approval to enter into contract negotiations with the top ranked firm will be by the Mayor of the City of Lincoln.

11.5 The City shall not be liable for any expense incurred in connection with preparation of a response to this RFP.

11.6 The contract document shall incorporate by reference all requirements, terms and conditions of the solicitation, proposal received and all negotiated details.

## **12. LIVING WAGE**

12.1 The bidders agree to pay all employees employed in the performance of this contract, a base wage of not less than the City Living Wage per Section 2.81 of the Lincoln Municipal Code. This wage is subject to change every July.

**REQUEST FOR PROPOSALS  
DESIGN SERVICES  
FOR  
SPECIFICATION NO. 07-253  
STORM DRAIN MISCELLANEOUS REPAIRS AND REHABILITATION**

**1. PURPOSE AND INTENT**

- 1.1 The City intends to retain a professional engineering firm or firm(s) to provide normal and customary preliminary and final engineering design services to produce concept designs and/or a set of construction documents for **STORM DRAIN MISCELLANEOUS REPAIRS AND REHABILITATION** project.
- 1.2 It is the intent to select a firm based on qualifications, recommended project approach, and practical applications which best accomplishes the objectives of the project while incorporating innovative and cost effective methods.
  - 1.2.1 The City reserves the right to contract for additional services with another firm or utilize its own forces.
- 1.3 All the reports, information, data, etc prepared, assembled, or reviewed by the firm is confidential and the firm agrees that they shall not be made available to any individual or organization without prior written approval of the City.

**2. PROJECT DESCRIPTION**

- 2.1 The firm selected will provide a design and/or concept design at five small drainage projects at various locations.
  - 2.1.1 'B' Street, 5th to 7th Street - Provide construction plans for replacing seven inlets along 'B' Street from 5th to 7th Streets.
    - 2.1.1.1 Salvaged material will be used to repair three inlets at 8th and Plum Streets.
  - 2.1.2. Nelson and Gregory Streets - Provide a concept design to alleviate drainage issues.
    - 2.1.2.1 Currently, water ponds near the inlet of a culvert.
  - 2.1.3. 44th to 48th, South of Progressive Avenue - Provide a concept design that recommends areas of improvement to ditch liner.
  - 2.1.4. 11th and 'H' Streets - Provide construction plans that incorporates removing a continuously damaged radius inlet and provides a location for proposed inlet(s).
  - 2.1.5. SW 17th and West Van Dorn Streets - Provide construction plans that improves a culvert under Van Dorn Street and resolves the erosion problem along the north shoulder of Van Dorn Street.

**3. AVAILABLE INFORMATION**

- 3.1 Any currently available landbase, public utility, contours and aerial photographic information in Microstation format.
- 3.2 Information is available for review at the offices of the City of Lincoln Engineers office located at 531 Westgate Blvd., Suite 100, Lincoln, Nebraska.
  - 3.2.1 No question will be answered while reviewing these documents
  - 3.2.2 All questions must be in writing to the Purchasing Agent
- 3.3 Ownership records, title searches, and tenant names (if known).

**4. ANTICIPATED SCOPE OF WORK AND DELIVERABLES**

- 4.1 See Appendix A

**5. TENTATIVE PROJECT SCHEDULE**

- 5.1 Review & Open RFP's Wednesday, August 29, 2007
- 5.2 Review of RFP (Short List): Thursday, September 6, 2007 at 3:30 PM
- 5.3 Notification for Interviews: Friday September 7, 2007 by 4:30 PM
- 5.4 Interviews : Tuesday, September 18, 2007 from 1:00 to 4:30 in Purchasing Conference Room at 440 S. 8<sup>th</sup> , Suite 200

**6. ADDITIONAL PHASES AND OTHER SERVICES**

- 6.1 Based on the firm's performance and at the sole option of the City, additional services within the areas outline in this proposal may be requested by the City which will be reviewed and negotiated at a later time, as necessary.
- 6.2 The City reserves the right to contract for additional construction phase services on this project with another firm or utilize its own forces.

**7. CITY'S RESPONSIBILITIES**

- 7.1 Designate project representative and City project team to coordinate work activities of City project team, Consultant, and other affected parties.
- 7.2 Make all policy and budgetary decisions so as to allow timely completion of the work.
- 7.3 Supply pertinent existing drawings, records, and available information.
- 7.4 Coordinate, arrange, and conduct meetings with representatives of affected agencies as required for completing the work.
- 7.5 Conduct related advertising, bidding process, and award of Contract(s) for construction.

**8. SPECIFIC PROJECT INTENT'S AND SERVICES REQUIREMENTS**

- 8.1 The resultant design for the project shall be in conformance with design standards and regulations imposed by federal, state and local agencies such as the Nebraska Department of Environmental Quality (NDEQ), Lower Platte South Natural Resources District (NRD), and the City of Lincoln

**9. PROPOSAL CONTENTS**

- 9.1 Describe and outline the Firm's Approach to performing the work required by this project.
- 9.2 Outline of the Proposed Project Schedule to meet the project schedule listed in this RFP.
- 9.3 Delineate the Project Team and Organization.
  - 9.3.1 Include names of key individuals to be assigned to, and work directly on, the project.
  - 9.3.2 Describe specific areas and limits of responsibilities for each of the team members to be utilized.
  - 9.3.3 Include a project team organizational chart showing lines of responsibility and extent of involvement.
  - 9.3.4 Include resumes for project team members and key individuals.
- 9.4 Describe the Ability of the Firm to Meet the Required Services outlined in this RFP, including:
  - 9.4.1 Time availability of Key Individual(s).
  - 9.4.2 Quality Assurance and Quality Control (QA/QC) review procedures to be utilized on this project.
  - 9.4.3 Cost estimating and cost control procedures used by firm on similar projects.
  - 9.4.4 A statement of general qualifications and background experience of the firm and project team members in this type of project and work.
    - 9.4.4.1 A comparison of four (4) similar projects of similar size, capacity and dollar amount.
  - 9.4.5 Listing of types of anticipated assistance that may be required from the City project team or other City agencies other than listed.
  - 9.4.6 Brief list of contacts of former clients (to include contact person, title, and telephone number) for which your firm was engaged within the past five (5) years to perform similar services as described herein.
- 9.5 Provide a description of your Public involvement process.

**10. PROPOSAL FORMAT**

- 10.1 Proposals, resumes, and cover letter shall be plain white paper, black ink, six (6) single sided pages, stapled in the upper left corner. This page limit does not include cover letter and resumes.
- 10.2 The following is a list of attachments which are not part of the six (6) page limit.
  - 10.2.1 A one to two page summary description of the firm's history, structure, size and philosophy.
  - 10.2.2 A summary resume/dossier of the key staff to be assigned to the project.
  - 10.2.3 A one page list of similar projects the firm has completed and the names, telephone numbers of the contract administrator/s.

**11. PROPOSAL EVALUATION CRITERIA**

- 11.1 Understanding of the requirements of this project.
- 11.2 Relevance and suitability of the project approach and schedule to meet the needs of the City.
- 11.3 Qualifications and expertise of the key personnel to be assigned to this project.
- 11.4 Background experience of the firm and the project team as it directly relates to this project.
- 11.5 Record of past performance on similar projects.
- 11.6 Comments and opinions provided by references.
- 11.7 Quality and cost control procedures to be used on this project.
  - 11.7.1 Identify personnel responsible for these controls.
- 11.8 Resources of the firm to conduct and complete this project in a satisfactory manner.
  - 11.8.1 Factors to be considered include: current work load (including current work with the City), proposed schedule for completion, and ability and willingness to commit the key personnel.
- 11.9 Clarity, conciseness, and organization of proposal.
- 11.10 NOTE: Proposals will be reviewed, evaluated and ranked (e.g.: 1, 2, 3) in accordance with the City's selection process and procedure.
- 11.11 Fees will not be opened until selection of the number one firm.

**12. SUBMITTAL PROCEDURES**

- 12.1 Submit six (6) copies of your proposal to the office of the Purchasing Agent, located at Suite 200, K Street Complex, 440 South 8 Street, Lincoln, Nebraska, 68508 no later than the date stated in the Notice for Request for Proposals.

**13. CONTACTS**

- 13.1 Contact regarding the development of a proposal shall be made in writing only, with the Purchasing Agent, Vince M. Mejer,, 440 So. 8th St., Lincoln, NE 68508.
  - 13.1.1 Fax 402-441-6513
  - 13.1.2 e-mail vmejer@lincoln.ne.gov
- 13.2 Any addenda answering questions or providing clarifications will be prepared by the Purchasing Department and posted at [www.lincoln.ne.gov](http://www.lincoln.ne.gov) Keyword: bid.
- 13.3 Verbal responses and/or representations shall not be binding to the City.

**14. ESTIMATED FEES**

- 14.1 Submit your firm's estimate of the proposed fees for services outlined in this RFP on the form attached to this document.
- 14.2 Submit one copy of the estimated fees in a separate sealed envelope clearly marked with the firm's name, project title and "fee schedule".

**15. INSURANCE**

- 15.1 Contractor shall obtain all insurance required and approved by the City Attorney for the City of Lincoln. Standard Certificate of Insurance requirements can be found on the City website at [http://www.lincoln.ne.gov/city/finance/purch/ci\\_insur.pdf](http://www.lincoln.ne.gov/city/finance/purch/ci_insur.pdf)
- 15.2 All certificates of insurance shall be filed with the City of Lincoln on the standard Accord Certificate Of Insurance form showing the specific limits of insurance coverage required in Sections A,B,C,D, and showing the City of Lincoln as named additional insured.
  - 15.2.1 Such certificate shall specifically state that insurance policies are to be endorsed to require the insurer to provide the City of Lincoln thirty days, notice of cancellation, non-renewal or any material reduction of insurance

**SCOPE OF SERVICES  
DESIGN SERVICES  
FOR  
STORM DRAIN MISCELLANEOUS REPAIRS AND REHABILITATIONS  
City Project Number 702391**

**1 DESCRIPTION OF PROJECTS**

- 1.1 **'B' Street, 5th to 7th Street - Design**
  - 1.1.1 Currently, there are seven old cast iron inlets in disrepair that are located along 'B' Street from 5th to 7th Streets.
  - 1.1.2 These inlets are undersized and the brick inlet walls are in poor condition.
  - 1.1.3 A design is needed to replace these inlets and salvage enough material to repair three inlets in disrepair along 8th and Plum Street.
- 1.2 **Nelson and Gregory Streets - Topographic Field Survey and Preliminary Study Review Only**
  - 1.2.1 Nelson Street dead-ends just west of Gregory Street.
  - 1.2.2 Currently, a culvert located at the dead-end handles runoff from the area, but the water ponds near the inlet.
  - 1.2.3 One possible concept would involve building a ditch at the end of Nelson Street in order to appropriately drain the runoff.
- 1.3 **44th to 48th, South of Progressive Avenue - Topographic Field Survey and Preliminary Study Review Only**
  - 1.3.1 Currently, the ditch liner walls at this location are pushed out in places and the box design at 44th Street contributes to standing water and debris.
  - 1.3.2 The existing condition of this ditch liner needs to be evaluated and improvements should be recommended.
- 1.4 **11th and 'H' Streets - Design**
  - 1.4.1 Presently, a radius inlet is located at the northeast corner of 11th and 'H' Streets.
  - 1.4.2 This inlet is frequently driven over and has been damaged and replaced multiple times. Removing this inlet and placing new inlets at the end of the return is an option to prevent this issue from repeating.
- 1.5 **SW 17th and West Van Dorn Streets - Design**
  - 1.5.1 Presently, an existing 24" culvert outlets from a detention pond on the north side of Van Dorn, just east of SW 17th Street.
  - 1.5.2 This culvert is contributing to the erosion of the north shoulder and the dirt is washing away along Van Dorn Street.
  - 1.5.3 The 24" culvert outlets to a ditch and the drainage is then intercepted by a culvert running under Van Dorn Street.
  - 1.5.4 The culvert under Van Dorn Street is a corrugated metal pipe and is rotting.
  - 1.5.5 Improvements should be made to stop the erosion along the north shoulder and improve the corrugated metal pipe under Van Dorn Street.
- 1.6 The work will consist of survey, preliminary study review, preliminary and final design, cost estimates of probable construction costs and total project costs.
- 1.7 The new infrastructure must be capable of handling the appropriate rainfall event in the designated drainage basin based on the City of Lincoln drainage criteria and standards.

**2 TOPOGRAPHIC FIELD SURVEY**

- 2.1 The Consultant will perform the necessary topographic ground survey including the existing centerline, intersecting streets, alleys and drives, the tying of located land monuments to the existing centerline, cross-sections and profiles necessary for the hydraulic design and the design of the new right-of-way needed to construct the project.
- 2.2 A topographic survey will be performed using electronic 'Total Station' technology in MicroStation/GEOPAK format.
- 2.3 Copies of field book records and electronic records will be submitted to the City at the completion of final design.

- 2.4 Natural topographic features and man-made features, will be recorded by coordinates to the nearest one-tenth (0.1) of a foot. A
  - 2.4.1 All such topographic features, which are pertinent to the design or are necessary to properly show the effect of the proposed work upon the adjoining property and/or improvements, will be recorded.
  - 2.4.2 The topographical survey will include an exact and detailed tree count, noting the size, type and location (station and offset will be noted on the plans).
- 2.5 Consultant will create the base map using the topographic survey data.
- 2.6 The Consultant shall provide a list of horizontal control points with coordinates, descriptions, station and offset.
  - 2.6.1 Horizontal control will be referenced to the Lancaster County Grid using known land survey monuments.
- 2.7 Vertical control will be completed by differential level circuit referenced to NAVD 88.
- 2.8 Ties to control used for City of Lincoln projects in the area can be done for "design-fit" confirmation.
- 2.9 The Consultant will survey section corners in order to assemble the geometry to create the right-of-way drawings.
- 2.10 Bench levels will be run by direct leveling methods, (no "side shots" will be permitted).
  - 2.10.1 Levels will close within an allowable error of five-hundredths (0.05) of a foot times the square root of the length of the level loop in miles.
  - 2.10.2 The Consultant will run a closed level circuit, establishing intermediate benchmarks along the project and on intersecting streets beyond the limits of the project.
  - 2.10.3 This level circuit will be tied into the benchmarks provided by the City in NAVD 88.
- 2.11 Utilities will be drawn from surveying above ground features, including markings by utility companies resulting from the locate request.
  - 2.11.1 Information supplied by utility companies will be used to complete the placement of existing utilities on the plans.
  - 2.11.2 Locations from utility plans will be transferred into the topographic survey.
  - 2.11.3 Where available, above-ground features will be used to improve accuracy.
  - 2.11.4 The Consultant will add a disclaimer to the drawings with respect to the undetermined location of underground utilities.

### **3 PRELIMINARY STUDY REVIEW**

- 3.1 Review all previous preliminary studies and hydraulics associated with the project supplied by the City.
- 3.2 Review swamps, lack of overland flow paths for larger storms, and any other factors that may result in frequent flooding.
- 3.3 Identify a proposed alignment for the stormwater system based on age of pavement, traffic considerations, tree removal, utility conflicts, and other residential impacts.
- 3.4 Identify areas where a new system is needed and existing areas that may need replacement.
  - 3.4.1 If a portion of a system is deficient, replacement will be based on the age and type of pipe, flooding history, and the degree of deficiency.
- 3.5 Specifically identify all utility conflicts including type and degree of potential replacement.
- 3.6 Specifically identify pavement conditions in the preliminary study.
- 3.7 Estimated ROW needs.
- 3.8 Permit needs.
- 3.9 Provide preliminary costs
- 3.10 Provide 30% draft design.

### **4 DESIGN**

- 4.1 Design a proposed system using the latest City preliminary study as a baseline.
- 4.2 Design hydrology, hydraulics and plans will be based on the City of Lincoln
- 4.3 Design Standards and the City of Lincoln Drainage Criteria Manual.



- 4.4 The 100 year flow path for all storm systems will be studied to determine areas with flooding potential and to identify changes that could be made to alleviate flooding problems.
- 4.5 Coordinate with the City on all matters affecting the design, including typical design layouts prior to setting up the design sheets.
- 4.6 Set up a meeting after the preliminary study to discuss possible alignments of the stormwater system (i.e. in the street or behind the curb) with Watershed Management, Engineering Services and other appropriate personnel.
- 4.7 Arrange coordination meetings with City staff at the first submittal and draft Plans, Specifications and Estimate (PS&E) stages.
  - 4.7.1 Submit 5 sets of plans (11" x 17") approximately 10 days prior to each coordination meeting.
  - 4.7.2 The hydraulic grade line will be shown on all profiles.
  - 4.7.3 All projects in this scope will be shown in one plan set.
- 4.8 Submit for review the preliminary pipe sizing study and inlet study at the first submittal complete stage.
- 4.9 Conduct a field plan-in-hand review of the design with the City project team, appropriate utilities, and Parks and Recreation Department when plans are at the first submittal stage or when plans show enough detail to identify tree removal, utility conflicts, etc.
- 4.10 Provide 5 sets of 11" x 17" plans showing tree removal, utilities and utility conflicts 10 days prior to the scheduled plan-in-hand.
  - 4.10.1 Provide a set to all utilities with potential conflicts 10 days prior to the scheduled plan-in-hand.
- 4.11 Prepare all easements and right-of-way drawings and descriptions, if necessary. Submit Parcel ID's for title searches as soon as conflicts or potential conflicts with private property are identified.
- 4.12 Submit easements and right of way descriptions prior to the draft (PS&E) submittal.
- 4.13 Plan sets to be based on typical City of Lincoln model plans (e.g. Microstation).

## **5 ESTIMATES**

- 5.1 Provide a cost estimate on probable construction costs and total project costs at first submittal, draft PS&E, and final PS&E stages.
- 5.2 Estimates will be delivered in Aurigo with bid items and their corresponding costs.

## **6 PUBLIC PARTICIPATION**

- 6.1 Plan for one on one meetings with private citizens and/or businesses to discuss project impacts.
- 6.2 Stakeholder meetings will be conducted as necessary.
- 6.3 An informational letter may be necessary in order to inform surrounding properties of the proposed improvements.
- 6.4 A log will be kept of all interactions and meetings with private citizens or business owners.
- 6.5 Submittal of a project fact sheet for placing on the Watershed Management website.

## **7 FINAL PLAN PREPARATION**

- 7.1 Prepare detailed final plans and special provisions using the City of Lincoln Standard Plans and Standard Specifications for Municipal Construction.
  - 7.1.1 All projects in this scope will be shown in one plan set.
- 7.2 Elements shown on the plans will include: sections where necessary, plan and profiles, removals (including trees), storm water system details, quantities, construction phasing, horizontal and vertical control, schedule of water service reconstructions and lateral pipe profiles.
- 7.3 All elements should be clearly readable with no lines intermingled with text.
- 7.4 A hydraulic grade line for the appropriate design storm will be shown on each profile.
- 7.5 Utilities and utility conflicts will be shown on the plan and profile sheets.
- 7.6 Show on the plans all easements and ROW acquisitions.

- 7.7 Submit final signed drawings on 11" x 17" Mylar.
  - 7.7.1 The plans should be stamped and signed by a registered PE.
  - 7.7.2 Include a copy on a computer disk in Microstation format.
- 7.8 Submit any special provisions required on paper and an electronic copy.

## **8 PROJECT MANAGMENT**

- 8.1 Project Management Plan to include scope of work, contract, contacts, typical invoice by task order, schedule, project meeting schedule, typical progress meeting minutes outline, preliminary study outline, project progress path, typical progress report, forecasted expenditures, communication and records management, and QA/QC procedures.
- 8.2 Monthly progress report by task order is due each and every month even if an invoice is not submitted.
- 8.3 Monthly progress report to include plan, public participation, cost, scheduling items and a project progress graph indicating projected percent complete versus actual percent complete.
- 8.4 Monthly progress reports will include Earned Value information including a table or chart showing total monthly forecasted expenditures by percent of total budget and total project progress in percent (sum of all earned values divided by the total project budget) and also a table of earned value of each task (percent complete of task multiplied by the budget for each task).
- 8.5 Invoices will be based on percent actual complete.
- 8.6 Monthly progress meeting attendance to include scheduling and minutes.
- 8.7 Engineering Services will be the main point of contact.
- 8.8 All schedule and contract amendments to be approved by Watershed Management.

## **9 RIGHT-OF-WAY**

- 9.1 The Consultant will determine the easements (temporary and permanent) and right-of-way required to construct the project.
  - 9.1.1 Temporary construction easements will be acquired in cut and fill areas outside the proposed right-of-way acquisition.
  - 9.1.2 Temporary construction easements will be acquired to construct driveways or make improvements to personal property beyond the existing or proposed right of way.
  - 9.1.3 The City landbase files and title researches provided by the City will be used by the Consultant to determine the existing right-of-way and to design the easements and additional right-of-way necessary for the projects. Some tracts may need revisions due to property owner negotiations.
- 9.2 The Consultant will prepare legal descriptions for the temporary and permanent easements and new right-of-way to be acquired.

## **10 TO BE PROVIDED BY THE CITY**

- 10.1 Any currently available landbase, public utility, contours and aerial photographic information in Microstation format.
- 10.2 A preliminary pipe sizing study of the project area if available.
- 10.3 Ownership records and title searches.
- 10.4 Mailing address file of affected surrounding properties.
- 10.5 Paving condition rating if available.
- 10.6 Typical City of Lincoln Public Works and Utilities Standard Plan.

## **11 DELIVERABLES**

- 11.1 Final plans, special provisions, and estimates of the stormwater system.
- 11.2 The final pipe sizing and inlets study of the stormwater system for the design projects.
- 11.3 A log of all communications with business owners and homeowners.
- 11.4 Paper work to start any permitting process required.
- 11.5 Project Management Plan due at first kickoff meeting.
- 11.6 Progress reports, meeting minutes, and QA/QC certification.
- 11.7 Website fact sheet summarizing all projects (due with initial 30% plan submittal).

## **12 GENERAL INFORMATION**

### **12.1 PLAN FORMAT**

- 12.1.1 Five Half size (11" x 17") white paper bond copies of the plans will be submitted at the first submittal and draft PS&E submittal.
- 12.1.2 One half size (11" x 17") white paper bond copy of the plans will be submitted for PS&E review.
- 12.1.3 Any material, which does not produce an acceptable reproduction will be returned to the Consultant for rectification.
- 12.1.4 All submittals, except final mylar submittal, shall be bound with post screws or staples.
- 12.2 Final plans will be submitted on 11" x 17" Mylar and will be accompanied by an electronic copy of the design in MicroStation, GEOPAK format.
  - 12.2.1 GEOPAK GPK files will also be submitted.
- 12.3 All sheets will be plotted at the City of Lincoln's standard sheet scales.
- 12.4 Care will be exercised in drawing all construction details.
- 12.5 All notes will be properly spaced and all lettering will be of an engineering style.
- 12.6 Clarity must be maintained to allow the plans to be archived on microfilm; the background topography, grid lines etc. on plan and profile sheets will be removed behind the text.
- 12.7 The Consultant shall follow the City of Lincoln's CADD drafting procedures and guidelines in preparing the plans.
- 12.8 The CADD files will conform to the following standards and conventions.
- 12.9 All plans, specifications, and documents will be in English units using the following working units:
  - 12.9.1 Master Units = Ft
  - 12.9.2 Sub Units = 1000th
  - 12.9.3 Position Units = 1
- 12.10 Global origin of the graphics design plane will be located at x= 0.0000, y= 0.0000.